



2004 SBA Entrepreneurial Success Award Nominations

Nominations must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. A complete nomination package will include, in the following order:

1. A single cover page with —
 - the nominee's full name, title, business and home addresses with telephone and fax numbers
 - the title of the award, 2004 North Carolina Entrepreneurial Success of the Year
 - the nominator's name, title, place of business, business address and telephone number
 - a one-paragraph description of the nominee's business
2. A completed **SBA Form 898** (Biographical Data) and **SBA Form 2137** (Consent for Disclosure of Information) available from SBA's North Carolina District website, <http://www.sba.gov/nc> click on 2004 Small Business Week Awards.
For "team" nominations for Small Business Person of the Year, Forms 898 and 2137 are required for each team member.
3. An original 8" x 10" or 5" x 7" photo of the nominee; photocopies are not acceptable.
4. A nomination letter, not exceeding three pages.
5. A brief biography of the nominee, not exceeding two pages.
6. A business profile, not exceeding two pages.
7. A concise statement of the qualities and performance that merit the award, not to exceed four pages. See page two for selection criteria to help you prepare this statement.
8. Financial statements Of the nominee, not exceeding 12 pages, on 8 1/2" x 11" paper.
9. Any other support documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination. Support documentation must not exceed 10 pages. Videos will not be considered.

SEND COMPLETE NOMINATION PACKAGES TO:

U.S. Small Business Administration
6302 Fairview Road, Suite 300
Charlotte, NC 28210-2227
Attn.: Small Business Awards Committee

Questions? Contact Mike Ernandes, 704-344-6588, mike.ernandes@sba.gov



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Entrepreneurial Success

Individuals meeting the following two criteria may be nominated: They must own and operate businesses initially launched as small businesses according to SBA size standards and subsequently developed into large businesses; and they must have received SBA assistance to help the businesses grow.

NOTE: In addressing the following items, please relate specifically how the nominee fulfills the selection criteria below:

- I. **SBA assistance** - Documentation of the type(s) and amount(s) of SBA assistance received by the business and the year(s) in which they were received.
- II. **Growth in number of employees** - A benchmark to judge the impact of the business on the job market. Please include current number of full-time and part-time employees.

(Note: Since the size of the work force varies from industry to industry, nominees must have met the SBA size standards for small businesses in their industries at the time of the SBA assistance and now exceed those standards.)
- III. **Increase in Sales and/or Unit Volume** - Documentation comparing annual sales at the time of the SBA's assistance to current annual sales.
- IV. **Innovativeness of Product or Service Offered** - Illustrations of the creativity and imagination of the business demonstrating its ability to remain competitive.
- V. **Current and past financial reports** - To substantiate the financial strength of the business, profit-and-loss statements for the past three years must be provided.
- VI. **Response to Adversity** - Examples of problems faced by the business and the methods used to solve them.
- VII. **Evidence of contributions to community-oriented projects** - While community involvement is essential for any business, regardless of size, the added resources of a larger business demand an even greater role in advancing the interests of the community.